

Transcribed for

November 17, 1955

From [ ] File

ORE - Special Staff Papers -

Miscellaneous

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OFFICE OF REPORTS AND ESTIMATES

Operating Procedure - Instruction No. 27

12 July 1950

SUBJECT: Relations of the Special Staff with ORE Components  
(3 July 1950) - *grew out of known*

REFERENCE: ORE Operating Procedure - Order No. 15, subject, Special Staff

1. The reference established a Special Staff to aid the AD/ORE in discharging the responsibility inherent in his office for the identity and content of the intelligence produced by ORE in connection with the present emergency. The creation of the Staff in no way alters the fundamental relationships of the AD/ORE with the various ORE components.

2. The Staff will send written requests via D/Pub to the Division Chiefs for information, reports, or draft estimates. When estimates are prepared by the Staff, they will be coordinated with the relevant Divisions unless deadlines are so pressing as to make such procedure impossible. Coordination will be accomplished by Division Chiefs or by a representative empowered to speak for the Division.

3. The Publications Division will: (a) be informed of each project initiated in the Staff; (b) inform the Staff whenever other projects are initiated; (c) receive finished drafts from the Staff, do any final editing required, and prepare the drafts for dissemination; (d) coordinate with the Assistant Director and Staff any comments on items in the Daily Summary, or articles in the Weekly Summary bearing on the present crisis which, in the opinion of D/Pub, require such coordination; and (e) when required, arrange for external coordination of Staff papers.

THEODORE BABBITT  
Assistant Director  
Reports and Estimates

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